



memorandum

*Postdoctoral Program Office
Science and Technology Base Programs*

To/MS: Master Management
From/MS: Mary Anne With, DSTBP, MS M719
Phone/Fax: 5-5306/5-8684
Symbol: STB-Postdoc:04-Call8/04
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Call for Postdoctoral Packages

The Postdoctoral Program provides an opportunity for appointees to enhance the scientific and technical vitality of the Laboratory by sharing new ideas and approaches and by challenging colleagues to work at the cutting edge of science and technology. The Postdoctoral Program is also an excellent avenue for attracting highly qualified minority and female applicants. Laboratory staff/management are encouraged to actively recruit these candidates.

You are invited to sponsor a candidate for a Postdoctoral appointment. Please submit the required documentation (<http://int.lanl.gov/science/postdocs/package.shtml>) for review by your assigned Postdoctoral committee representative by **July 28, 2004**. Sponsors/PIs will find the Postdoctoral Program Rules and Guidelines located at <http://int.lanl.gov/science/postdocs/>. Packages will not be accepted without the assigned or an alternate committee member's signature and the required Division Leader's signature. Complete packages are due to the **Postdoctoral Program Office, located at Canyon School – Room 123, by 5 p.m., August 3, 2004.**

The Postdoctoral Committee will review all sponsored Postdoctoral candidates being considered for a Director's Postdoctoral Fellow, Agnew National Security Postdoctoral Fellow and Postdoctoral Research Associate appointment. Agnew National Security Postdoctoral Fellow candidates are only considered during the August Quarterly review. The meeting schedule can be accessed at <http://int.lanl.gov/science/postdocs/schedule.shtml>. Candidates approved for a Director's or Agnew National Security Postdoctoral Fellow appointment must accept or decline their formal offers by October 22, 2004. All approved Postdoctoral candidates from this meeting must report to work by May 2005.

It is the sponsor's/PI's responsibility to ensure that each package contains the appropriate information in the correct order and is submitted by the deadline. Late or incomplete packages will not be considered for a Director's or Agnew National Security Postdoctoral Fellow appointment during this quarterly selection process. Postdoctoral packages for programmatically funded Postdoctoral Research Associate positions may be submitted for review throughout the year, as well as at the quarterly meetings.

For inquiries regarding the Postdoctoral Program, please contact the Postdoctoral Program office at 5-5306. For specific questions regarding the on-line system, call Lennett Rendon at 7-1235. Questions regarding qualifications of candidates or exceptions should be addressed to the Postdoctoral Committee member representing your division - <http://int.lanl.gov/science/postdocs/committee.shtml>.